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NoteTaker
User Manual

This User Manual describes both hardware and software features.

This user manual contains the following items:

- **Pen instruction** – How to install and use the digital pen
- **Mobile Note Taker manual** – How to install and use the Mobile Note Taker base unit
- **Software Suite manual** – How to use Software Suite

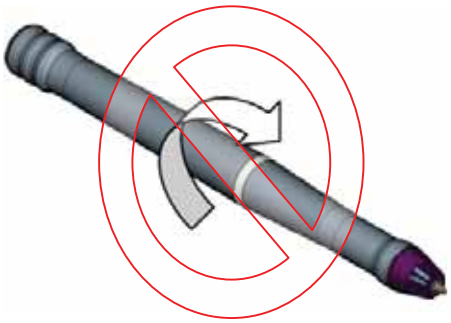
Digital PEN User Guide

Overview

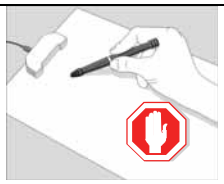
Your Pen is a unique device that captures notes handwritten on plain paper, and transmits them to the base unit
The *Pen* Uses patented technology combining Ultrasound and Infrared technologies with sophisticated algorithms to enable an accurate tracking and positioning system that tracks the movement of the tip of the pen on any surface and converts the movement into a vector image of the user's handwriting.

Setting up Your Pen

WARNING:
Do not attempt to open the Digital Pen.
This may cause the pen to malfunction



IMPORTANT NOTICE:
When you pick up the pen, find a position that is comfortable for you, be careful to hold the pen in a way that does not block the signals sent from the tip of the pen to the memory unit receivers.
When you are writing with the digital pen, make sure its inclination to the paper surface is between 45°and 90°.

For better writing quality			
Hold the pen firmly and write normally.	Do not block the base unit with your hand.	Do not place your hand between the pen and receiver.	 Do not hold the pen like a paintbrush.

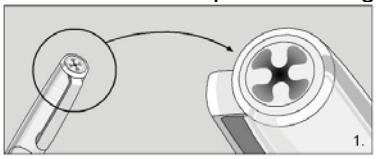
Installing/Replacing an Ink Refill into the Pen

The top of the pen cap also functions as an ink refill extractor.

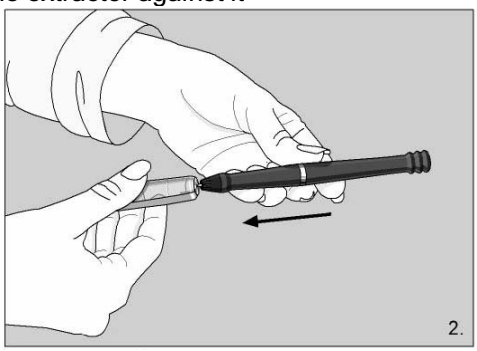
NOTE: Make sure you use a refill that is similar to the original (standard refill (67.0mm long X 2.35mm diameter).

To replace the ink refill:

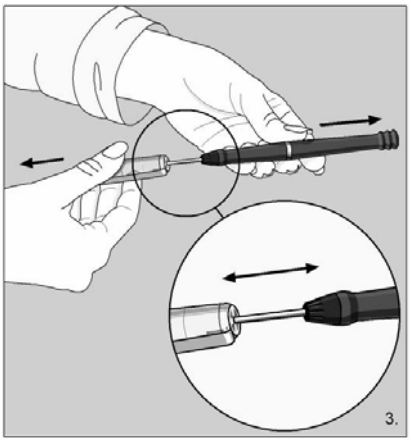
1. Detach the cap from the digital pen



2. Place the ink refill in the middle of the extractor. Hold the pen firmly, and apply pressure with the extractor against it

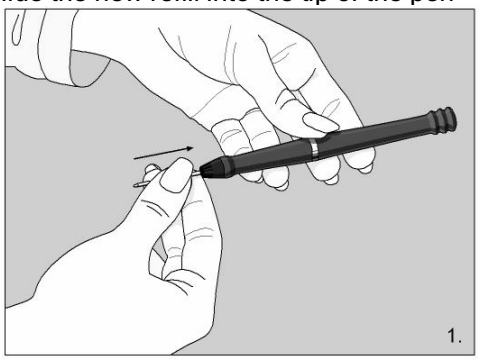


3. Pull the used Refill out

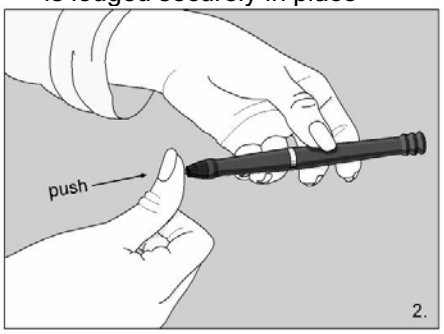


To insert a new refill

1. Slide the new refill into the tip of the pen



2. Gently press the new refill until it is lodged securely in place

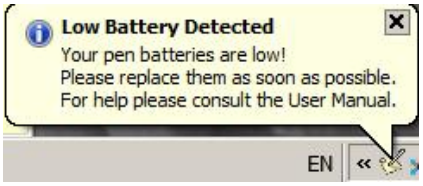


Installing/Replacing Pen Batteries

Notice:

1. Please use the enclosed GP SR41 batteries with the positive polarity facing up
2. Batteries may be safely disposed of in normal household waste
   Contact your local government for disposal or recycling practices in your area
3. **Caution**: Risk of explosion if battery is replaced by an incorrect type
   Please use silver oxide button cells battery type only.

When your Pen battery runs low, the following message appears on your screen:


Low Battery Detected
Your pen batteries are low!
Please replace them as soon as possible.
For help please consult the User Manual.
EN

This warning is continuously displayed on each new note and the application tray icon in the system tray changes to reflect the current status until the batteries are replaced.

Tray icon indiocation, for Pen low battery, in Note Mode

Tray icon indiocation, for Pen low battery,
in Mouse Mode

Note:

- Lifetime of the batteries may vary and cannot be guaranteed. Supplied batteries are good for initial use only

- Remove the battery compartment cover
- Install two SR41 batteries, with the positive poles facing up
- Replace battery compartment cover

Mobile Note Taker Base Unit

General Overview

The Mobile NoteTaker is a unique device that captures notes handwritten on plain paper, Stores the notes to memory and uploads them to a PC.
The device consists of a Digital Pen and a small receiving unit.
The *Mobile NoteTaker* uses a patented technology combining Ultrasound and Infrared technologies with sophisticated algorithms to enable an accurate tracking and positioning system that tracks the movement of the tip of the pen on any surface and converts the movement into a vector image of the user's handwriting.

The *Mobile Note Taker* can capture and store up to 100 A4 pages.

At home or in the office, the user can connect the Mobile Note Taker to the PC using the USB cable, then upload and manage the saved notes.

Setting Up Your Hardware

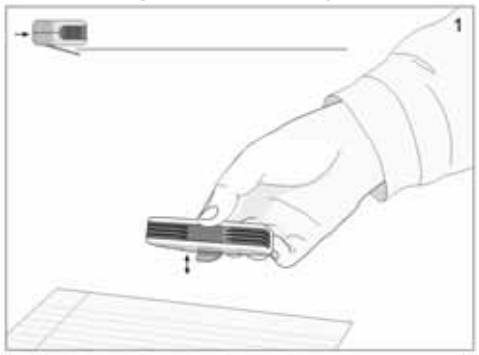
Your hardware includes the digital pen and the memory unit.
Before you begin working with your *Mobile Note Taker*, make sure that there is an ink refill and batteries in the pen.

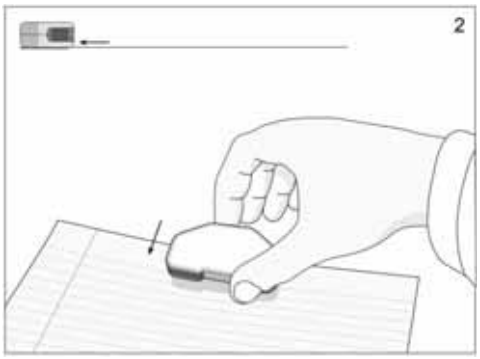
Mounting your Base Unit to Paper

Your base unit can be mounted in 3 positions on top of the paper.
NOTE: This feature is NOT supported with Windows Vista

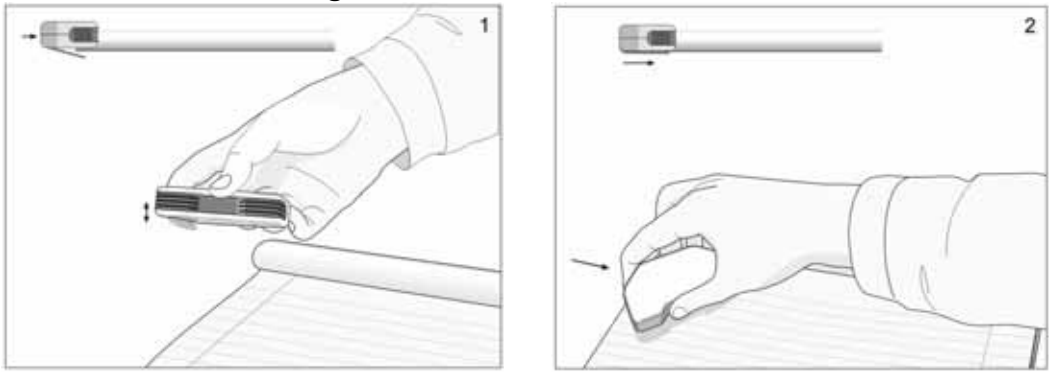
The following images illustrate the way you can mount your base unit, according to the recommended positioning.

A. Mounting your base unit at the **top center** of the paper is recommended for a **single paper** usage:

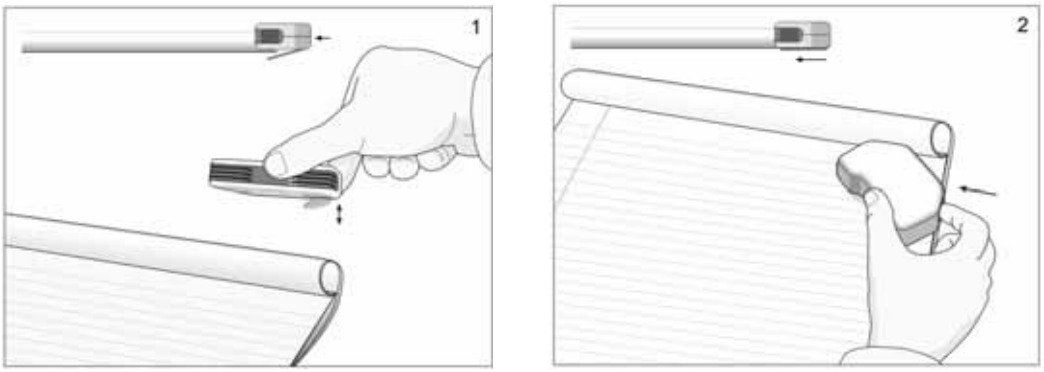




B. Mounting your base unit at the **top left corner** of a **paper block** is recommended for **right hand Users**



C. Mounting your base unit at the **top right corner** of a **paper block** is recommended for **left hand Users**



Base Unit Coverage area

The following images illustrate the coverage area of your base unit.

Note:

- The paper is an A4 size paper
- The striped line illustrates the covered area in each of the positions

Base unit located at the left cornet

Base unit located at the right cornet

Base unit located at the top center

Warning:
DO NOT move or overturn the base unit when you are using the base unit. Fix it up onto the edge of the paper with the face up. Moving or overturning it may result in mixed strokes or other fatal errors.

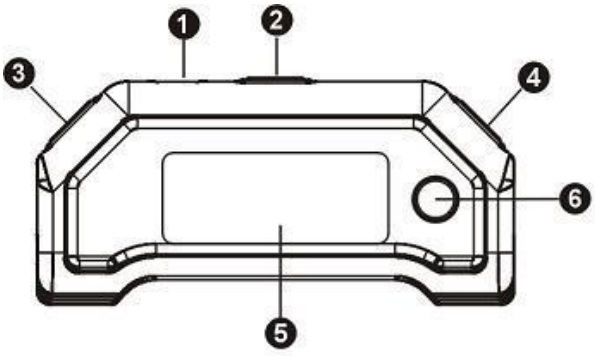
Batteries in the memory unit

Your Mobile NoteTaker includes a rechargeable internal battery. Each time you connect your unit to your PC USB port, the batteries are being charged.
Full charge time takes 3.5 hours

Getting To Know Your Mobile NoteTaker

Memory Unit

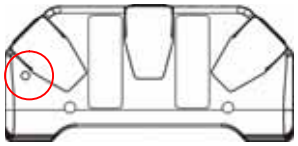
The memory unit consists of an LCD for status indications.
The memory unit also consists of a single button allowing you to turn the unit ON and OFF, as well as creating a new file.



1. USB port
2. Top paper clip
3. Left paper clip
4. Right clip paper
5. LCD display
6. ON/OFF/New Note button
Press shortly to create a new note.
Press and hold for about 5 seconds to turn on the unit.
NOTE: In standby mode, the unit will power off automatically after 60 minutes of idle time.

Reset the Unit

The unit has a RESET button on the back. It is used to reset the unit when it has no respond. To reset the unit, stab into the hole circled in red with a tip.



Memory Unit LCD

Use the LCD to view status indications.

	Name	On when	Off When	Blinks When
	Mobile Note Taker is Connected	Unit is connected to PC	Unit is NOT connected to PC	Data is uploaded to PC
	Memory FULL	Mobile Note Taker Unit Memory is 90% full. It is highly recommended to upload your files to your PC and delete them from memory !	Less than 90% capacity used	Never
	Pen Low Battery	Low Pen battery	Pen Battery good	Low Pen battery
	Base unit Low battery	Full	Unit is Off	Charging
	Note Mode	Pen down/Pen move	Mouse Mode	Pen down/Pen move
	Mouse Mode	Pen down/Pen move	Pen Mode	Pen down/Pen move
	Number of saved notes in memory	Always	Unit is Off	Memory full Or Error

Memory Unit Connector

Use the Mobile Note Taker's mini USB connector to plug in the USB cable (included in the package), which connects the unit with the PC when uploading notes.

Memory Unit Cable

Note:
Only use the USB cable supplied with your Mobile Note Taker package.

The USB cable (included in the package) plugs into the Memory Unit Connector and is used for the following:

- Uploading notes from the memory unit to the PC
- Working in Connected Mode (Please see below)
- Firmware updates (Please see below)

Power Save mode (in mobile Mode)

In order to save power from the rechargeable battery, while in mobile mode, if there is no activity (Meaning: No Pen usage or key press on base unit), your base

unit will automatically shot down in 60 minutes. Your note will be automatically saved.

To exit power save mode, simply press the base unit top button to turn it on.
Note: This will start a new Note (File).

Take handwritten notes

The Mobile Note Taker provides two working modes: Off-line and On-line mode to take handwritten notes or drawings.

- **Off-line Mode**

The off-line mode enables you to capture and store important notes in meetings, conferences or lectures.

a. Press and hold the ON/OFF button to power on the unit.
b. Hold the base unit and gently press all paper clippers together.
c. Slide the base unit into the paper's upper edge and make sure the base unit is in the center.
d. Pick up the digital pen and start writing. (NOTE: Be careful to hold the pen in a way that does not block signals sent from the tip of the pen to the receiver unit.)
e. Once you've completed one page, shortly press the ON/OFF button to save current page and start a new page. On the base unit screen, you can see the page number added by one.

All notes are stored in the base unit. You can upload them to a PC for viewing, editing, or email.

- **On-Line Mode**

a. The Mobile NoteTaker also works when it is in connection with PC, which is called On-line mode.
b. In the On-line mode, you can upload notes from the base unit to PC, write notes or draw pictures with the digital pen just as you do in off-line mode.
c. The digital pen can also acts as a mouse with features like hovering, left and right click. Additionally, there are some special features to be used only with the On-line mode. Those features will be described in details in the followed chapters.
d. Before you connect the device to a PC, first make sure to install the NoteTaker manager application included in the CD and run it.

Important Notice: Do not connect more than one set of this device at the same time. That may cause interference with each other.

Software Suite Manual

System Requirements

- Microsoft ® Windows 2000 (SP4) or Microsoft ® Windows XP (SP2) or Microsoft ® Vista
- Minimum 50MB available hard disk space
- Minimum 128MB RAM
- 32 bit color quality
- Screen resolution of 1024x768 pixels
- Available USB port.

Setting Up Your Desktop Software

Your product is packaged with a CD that includes its companion desktop software

Installing the Software

After the installation process, when running the application for the 1st time, a new folder named "My Notes," is created in your "My Documents" directory. All your notes will be saved into this directory. In the event that no "My Documents" directory is found, the installation process will create a new "My Documents" folder on your C hard drive. The 'My Notes' folder will then be created under this directory. If you uninstall, upgrade or reinstall the software in a different location, the note files will remain in this directory, and will not be overwritten

To install NoteTaker software

1. Insert the installation CD into your CD ROM drive. The setup program should start automatically. If not, run the program by selecting 'Run' from the Windows 'Start' menu and type in D:\setup.exe. If your CD drive uses a different letter, type that letter instead of D.
2. Follow the instructions on the screen.
   During installation, you will be prompted to choose whether you would like the application to auto-start when windows loads, and whether you would like an application icon on your desktop (in Custom Installation).

Setting your base unit orientation preferences

NOTE: This feature is NOT supported with Windows Vista.
Your base unit can be placed in 3 positions, on the top center of an A4 paper, or at the Left/Right corners.

Recommended for a single paper usage

Recommended for usage on a paper block, for Right Handed Users

Recommended for usage on a paper block, for Left Handed users

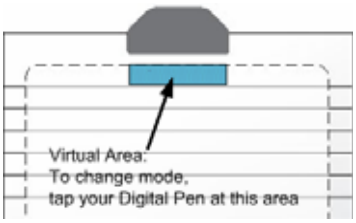
Pen Modes

Notetaker supports a *Note mode* and a *Mouse Mode.*
Selecting *default* mode can be done in 2 ways:

a. At the first time you start your NoteTaker application
   OR
b. Using the NoteTaker 'Configuration' menu ('Set Digital Pen Mode')

Changing modes during operation can be done in 2 ways:

a. Press the base unit top button ('Mode' button)
   OR
b. Right click the 'NoteTaker' tray icon, and change mode
   OR
c. Clicking on the virtual area using your pen



Note: On each mode change, a Balloon will popup indicating the current mode and the corresponding LED will lit

Using your Pen in Mouse Mode

In Mouse mode, your Digital pen behaves as a mouse.
Your pen will have the following functionality:

- To move your mouse cursor you can hover with the pen. To start **Hovering** you can press the side button or tip the pen on the paper. The pen will now hover even with no press for about 30 seconds.
- To **Click** an object, point your mouse cursor on that object. Now tip the pen on the paper or click the side button
- To **Double-Click** an object, point your mouse cursor on that object. Now tip the pen twice on the paper or click the side button twice
- To **Right-Click** an object, point your mouse cursor on that object. Now press the tip of the pen a bit longer on the paper. A special 'Right Click' cursor will appear.
  Lift the pen from the paper, and the context menu (Right Click menu) appears

Avoid interference while using regular mouse:

When the pen is not in use it powers off automatically after 60 minutes.
It is recommend that while not in use, the pen is placed as shown, to avoid interface with a regular mouse operation.

Uploading Notes to your PC

When in Connected Mode, you can upload all your notes from the memory unit to your PC using the NoteTaker software application.

Before doing so, first make sure that:

- Your PC software application is running
- Your memory unit is connected to your PC's USB port using the memory unit USB cable

The "CONNECTED" icon will be displayed on your memory unit LCD

Application Tray Icon will change while uploading your notes:

To upload notes

1. Start the Note Manager

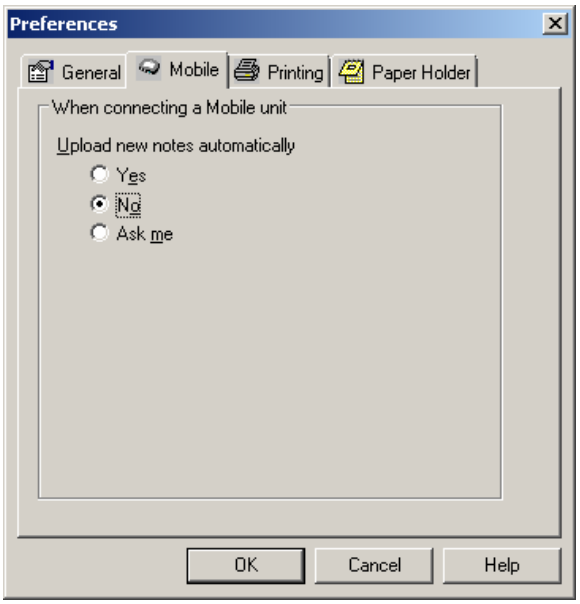
2. In the 'File' menu, select 'Upload'. All the notes in your memory unit are uploaded to your PC.
3. At the end of the process, a message appears asking if you want to delete all notes on the memory unit.
    - Select 'Yes' to erase all notes on your memory unit.
    - Select 'NO' to retain the notes.

NOTE:

- When you select 'NO', the next time you upload those notes that are already uploaded to the PC Will not be uploaded.

  However, if you delete notes from the PC application and then upload again from the memory unit, the notes will be uploaded again.

- You can select one of three options to be performed automatically when your Mobile Note Taker base unit is connected. The following can be selected in the 'Configuration -->Preferences' menu within the Note Manager.



Upload new notes automatically options:

- YES – Your Mobile Notes will be automatically uploaded each time you connect it to your PC
- NO – Your Mobile Notes will not be uploaded. In this option, you will manually need to perform this action by selecting 'File -->Upload' menu within the Note Manager
- ASK ME – Each time you connect the Mobile Note Taker base unit, you will be prompt if you want to upload your notes

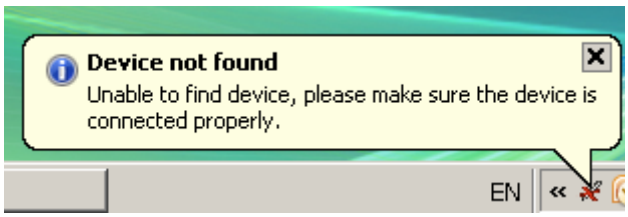
Using the Mobile NoteTaker in Connected Mode

Your *Mobile Note Taker* can also be used while connected to your PC.

Port Auto-Detection

Once you launch the application, the NoteTaker software automatically detects your hardware.

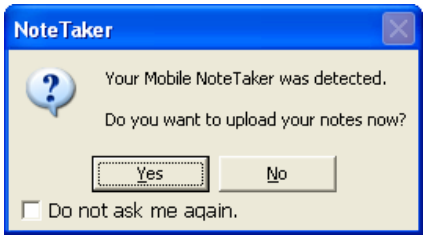
The application automatically searches all ports in order to detect the hardware. If it is unable to locate the connection, the Hardware Detection dialog box appears.



USB Hot-Insertion

USB Hot Insertion refers to connecting the USB cable while the application is running. The application will auto-detect your hardware if the USB cable is disconnected while the system is running and then re-connected. The application will also auto-detect the hardware if you first run the software and then connect the USB cable.

When you plug your Mobile Note Taker unit (If the application is running), you will be asked if you want to upload your notes from the Mobile unit memory to your Note Manager.



Creating Notes

The moment you begin to write or sketch with your digital pen, a **Note Window** appears on your screen that reflects everything that you write on the paper attached to the base unit. The Note Window toolbar allows you to perform various basic functions such as saving, editing, sending and copying your notes while writing, or once you have finished writing.

NOTE: While writing, make sure not to block the line of sight between the pen and the base unit with your hand. When the line of sight is blocked, the NoteTaker will not function properly.

The Notes Toolbar

The following table contains all buttons available in the Notes toolbar together with a description of their functions.

Button	Description
	A4 VIEW – Switches the note view to A4 size
	Memo-size View – Switches the note view to memo size
	EDIT – Opens the Note Editor for editing the note
	COPY – Copies the note to the clipboard for pasting into other applications
	CLEAR – Clears the entire on-screen note
	UNDO – Clears the previous stroke made by the digital Pen in reverse chronological order.
	REDO – Replaces previously undone strokes in chronological order
	NOTE COLOR – Changes the current note color.
	PEN STYLES- Changes the Ink color and width.
	SAVE TO FOLDER – Saves the note to a specified folder and closes the note window.
	SEND BY NETWORK – Sends the current note by local network to selected recipients
	PRINT – Prints the current note
	EXPORT TO JPEG- Exports the selected note to a JPEG file
	SEND BY EMAIL - Sends the current note by email to selected recipients as a JPEG attachment
	Convert your note to Text using MyScript® Notes. (Only available if the recognition software is installed.)
	CLOSE WITHOUT SAVING – Closes the current note without saving
	SAVE AND CLOSE – Closes the current note and saves it into the Notes Manager under the default Miscellaneous folder (the note is named according to the creation date)

Saving Notes

Notes can be saved at any time during the note creation process. They are automatically saved to the default and named according to the date they were created. Notes can be renamed at any time once they have been saved.

To save a note

- In the Note Window Toolbar, click the Save and Close icon to save the note to the default *Miscellaneous* folder

  click the Save the Folder icon to save the note to any folder you select

NOTE:

It is also possible to configure an 'Auto-Save' feature.

That will automatically save your note periodically while you are working

Printing Notes

A note can be printed from any of the 3 Note interfaces – The Note Window, The Note Editor or the Note Manager. Notes can be printed from a saved file in the Note Manager, or while they are open in the Notes Window or Notes Editor.

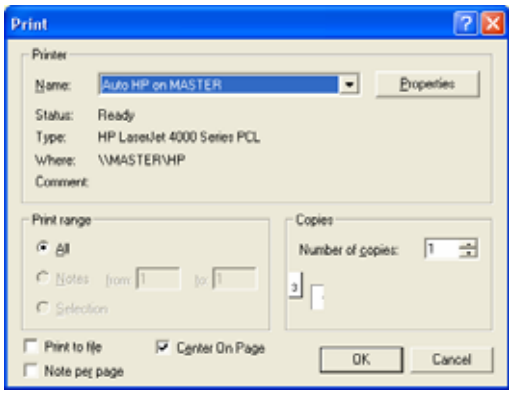
To print a note from a file

1. In the Note Manager, click the note name or thumbnail
2. In the File menu, select Print Preview to first see how the note will look when printed.

Note: You can preview multiple notes simultaneously. Select the first note, then on the keyboard press the <CTRL> key and select the other notes.

3. In the File menu, select Print or click the Print button
4. Select your desired print setting and properties (this can also be done through Print Setup from the File menu. Some default print preferences can also be set through the Configuration menu preferences)

5. Click OK.



To print an open note

1. In the Notes Editor File menu, select Print or click the Print button
–or–
in the Note Window toolbar, simply click the Print button.
2. Repeat steps 4 and 5 in the previous procedure.

Setting Your Preferences

Set your default preferences such as note color, auto-save options, print preferences, etc. in the ***Preferences*** dialog box.
The dialog box is divided into three tabs, each controlling a different Aspect of the system: General, Printing, and Ink.

To access Preferences:

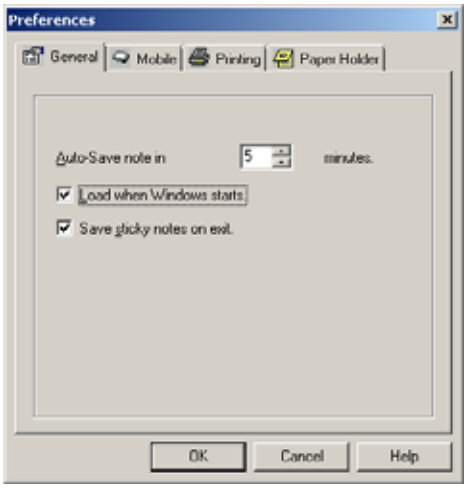
In the Notes Manager **Configuration** menu, select **Preferences**.

Set your **General Preferences** as follows:

In the **Auto-Save note in** box, select the time interval (in minutes) after which the system automatically saves your note. This also activates an auto-recovery feature that recovers any unsaved information in case of system crash or power failure. The only input lost are changes made since the last auto-save.

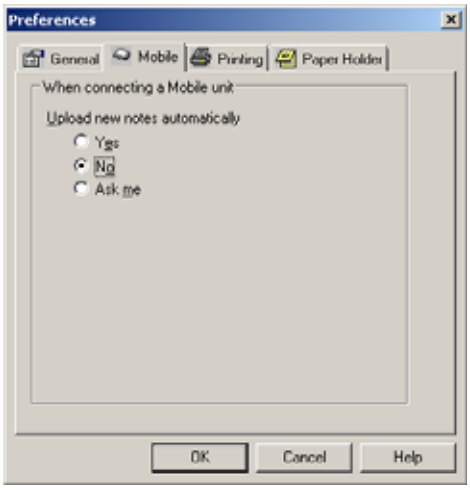
Select the Load When Windows Starts checkbox to automatically load the NoteTaker each time you turn on your computer, so that a new note will pop up whenever you begin to using the Pen

Select the Save Sticky Notes on Exit checkbox to automatically save all the new sticky notes you created. The saved sticky notes will then instantly appear the next time you either turn on your computer or restart the application



Set your **Mobile Preferences** as follows:

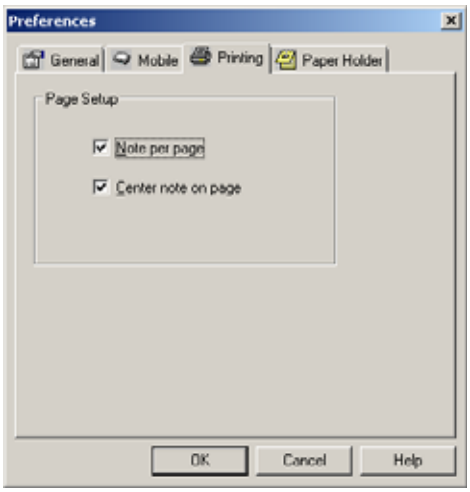
Select the **Upload new notes automatically** proper option



Set your **Print Preferences** as follows:

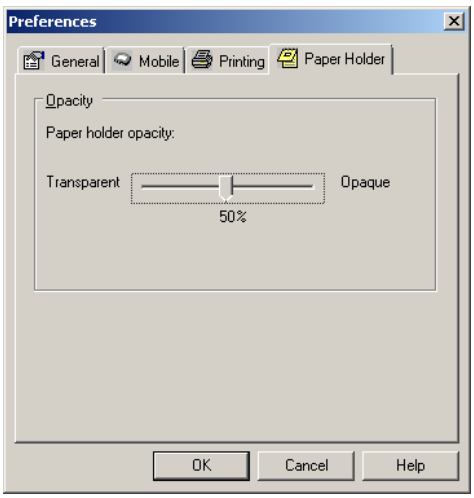
Select the Note Per Page checkbox to specify that when you print notes, only one note is printed per page

Select the Center Note On Page checkbox to specify that notes always be centered on the page when printed



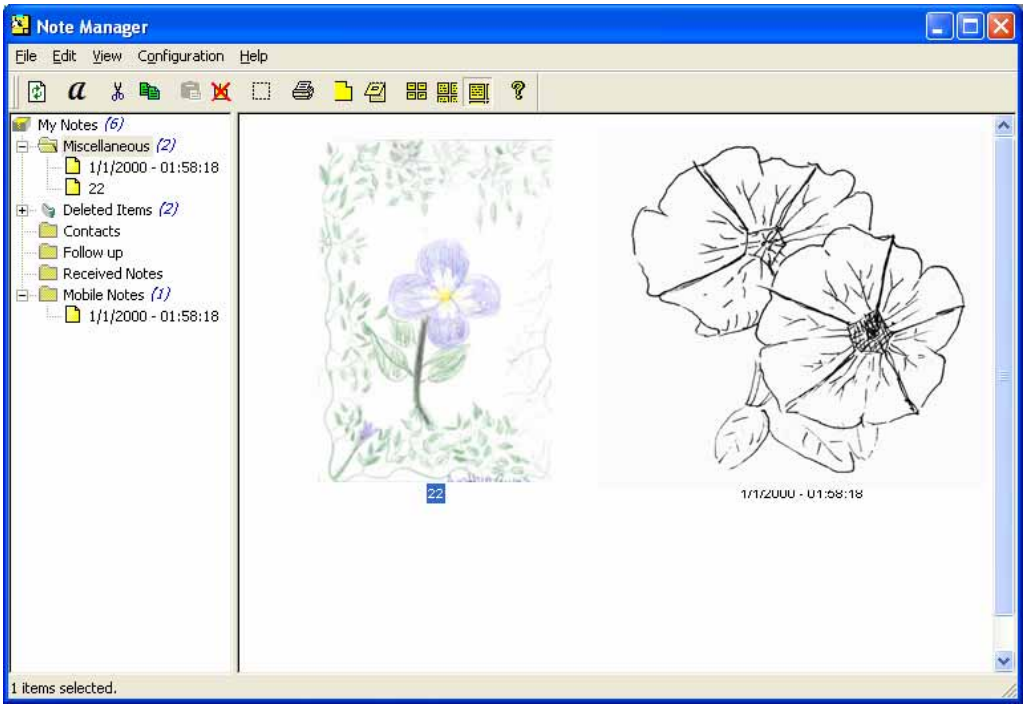
Set your **Paper Holder Preferences** as follows:

Under **Paper Holder opacity**, drag the slider to set the desired level of transparency



The Note Manager

The Note Manager can be used for storing, viewing, searching, copying and exporting notes.
It is set up in Windows Explorer format, which allows you to browse through Your files in the left pane and view them in the right pane.



Note Manager Menus

Use these menus to select options and preferences and to perform all Software functions relating to storage and transfer of your notes.

The following table contains a list of all menus and menu commands in the system together with a short description of their function.

File Menu	
UPLOAD	Upload Notes from the Mobile unit to the PC
CONVERT TO TEXT	Convert your note to Text using MyScript® Notes. (Only available if the recognition software is installed.)
MOVE TO	Allows you to move the selected note to another folder
SEND TO	Sends any note by email (Jpeg or Data file) or local network
IMPORT	Import data file (.pegvf format)
EXPORT	Exports the selected note/s to a JPEG file or a data file format
SET REMINDER	Enables you to set an exact date and time that a selected note will be displayed as a reminder
SHOW AS STICKY NOTE	Make this Note a Sticky Note

SHOW AS PEPAR HOLDER	Make this Note as Paper holder
PROPERTIES	View Note Properties
NEW FOLDER	Create a new folder
EMPTY DELETED ITEMS	Performs a final irreversible deletion of all deleted notes
PRINT	Prints the selected note/notes
PRINT PREVIEW	Displays the selected note as it will look when printed
PRINT SETUP	Allows you to select print options
BACKUP/RESTORE	Backup/Restore your Notes Database
EXIT	Exits the Note Manager interface
Edit Menu	
EDIT NOTE	Allows you to edit a selected note
CUT	Cuts the selected note and saves it to the clipboard
COPY	Copies the selected note and saves it to the clipboard
PASTE	Pastes whatever was last copied or cut to the clipboard
DELETE	Deletes the selected note/notes
RENAME	Allows you to rename the selected note
COLOR	Set Note background color
FIND NOTE	Lets you search through saved notes based on defined criteria
FIND NEXT	Locates the next note that matches the search criteria
SELECT ALL	Selects all notes
View Menu	
SORT	Sort Notes by Date or Name
SMALL THUMB	Displays small thumbnails in the Note Manager view
MEDIUM THUMB	Displays medium sized thumbnails in the Note Manager view
LARGE THUMB	Displays large thumbnails in the Note Manager view
ZOOM IN	Enlarges the thumbnail view by 50% (available only when viewing an individual note thumbnail)
ZOOM TO FIT	Returns the thumbnail view size to the original size (available only when viewing an individual note thumbnail)
ZOOM OUT	Reduces the thumbnail view by 50% (available only when viewing an individual note thumbnail)
Configuration Menu	
DETECT HARDWARE	Allows you to detect your unit
PREFERENCES	Allows you to select your personal preference for elements such as; note color, auto-save, windows options and printing options
PEN STYLES	Lets you select the default ink color and stroke width of the pen
SET DEVICE ORIENTATION	Set your device position on paper (Top center, Left or Right

	corners) **NOTE: This feature is NOT supported with Windows Vista**
SET DIGITAL PEN MODE	Select default Pen mode (Mouse/Note)
MOUSE PROPERTIES	Mouse Resolution
Help Menu	
READ USER MANUAL	Opens the NoteTaker User Manual
REGISTER	Opens a registration web page
ABOUT NOTETAKER	Displays NoteTaker version information

Note Manager Toolbox

The Note Manager Toolbox contains buttons that give you access to the most commonly used menu commands.

The following table contains a list of each button in the toolbox together with a description of its function

Toolbox Button	Description
	UPLOAD – When in Connected Mode, you can upload all your notes from the mobile unit to your PC using the NoteTaker software application
	Convert your note to Text using MyScript® Notes. (Only available if the recognition software is installed.)
	CUT – Cuts the selected note and saves it to the clipboard
	COPY – Copies the selected note and saves it to the clipboard
	PASTE – Pastes whatever was last copied or cut to the clipboard
	DELETE – Deletes the selected note/notes
	EDIT NOTE – Allows you to edit a selected note
	PRINT -- Prints the selected note/notes
	SHOW AS STICKY NOTE – Make your Note as Sticky Note
	SHOW AS PAPER HOLDER – Make your Note as a paper holder
	SMALL THUMB – Displays small thumbnails in the Note Manager view
	MEDIUM THUMB - Displays medium sized of thumbnails in the Note Manager view
	LARGE THUMB - Displays large thumbnails in the Note Manager view
	NOTE MODE
	MOUSE MODE – TURNS YOUR PEN INTO A MOUSE
	ABOUT NOTETAKER – Provides you with your NoteTaker version information

Managing Folders

The Note Manager in installed with predefined folders,

Miscellaneous, Deleted Items, Contacts, Follow Up, Received Notes and ***Mobile Notes***.

You can use these folders for storing your notes and can create additional custom folders, as needed.

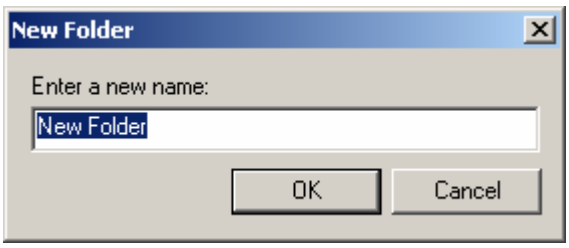
Creating a new folder

To create a new folder:

Creating a new folder can be done in few ways:

You can use 'File' menu to run the 'New Folder' option

- Choose the folder you want to create a sub folder for or choose the 'My Notes' root folder
- Use 'File' menu to run the 'New Folder ' option.



- Fill the new folder name.

You can right click any folder in the Folders Tree

- Choose the folder you want to create a sub folder for or choose the 'My Notes' root folder
- Right click this folder
- Choose 'New Folder' from the drop down menu
- A new folder will be created.
- To rename this folder please see 'Renaming a folder'

Renaming a folder

All folders can be renamed except for the predefined ***Miscellaneous, Deleted Items, Received Notes*** and ***Mobile Notes***

To rename an existing folder:

1. Right-click the folder you want to rename (Or press F2 key, when the folder is selected).
2. In the short-cut menu, select Rename. The folder name is now highlighted.
3. Type the new folder name.

Deleting a folder

All folders can be deleted except for the predefined ***Miscellaneous, Deleted Items, Received Notes*** and ***Mobile Notes***

To delete a folder

1. Right-click the folder you want to delete
   (Or press the delete button, when the folder is selected).
2. In the shortcut menu that appears, select ***Delete.***
3. Select '***Yes'*** to confirm that you would like to delete the folder, or '***No'*** to cancel the operation.

Renaming Notes

Each time you create and save a new note, it is automatically given a name that corresponds to the exact date and time the note was created. You can rename notes at any time to give them names that are more meaningful to you.

To rename a note:

1. Right-click the note you want to rename
   (Or click F2 key, when the note is selected).
2. In the shortcut menu that appears, select ***Rename***. The note name is highlighted.
3. Type the new note name.

Moving Notes

You can move a note from the folder it is currently in to any other folder.

To move a note to another folder:

1. In the **Note Manager**, select the note file name or thumbnail.
2. From the ***File*** menu, select ***Move to***,
   –or–
   right-click the note name or thumbnail and in the shortcut menu, select ***Move to***
3. Select the folder name to which you would like to move the note

NOTE: You can also use 'Drag and Drop' to move a note.

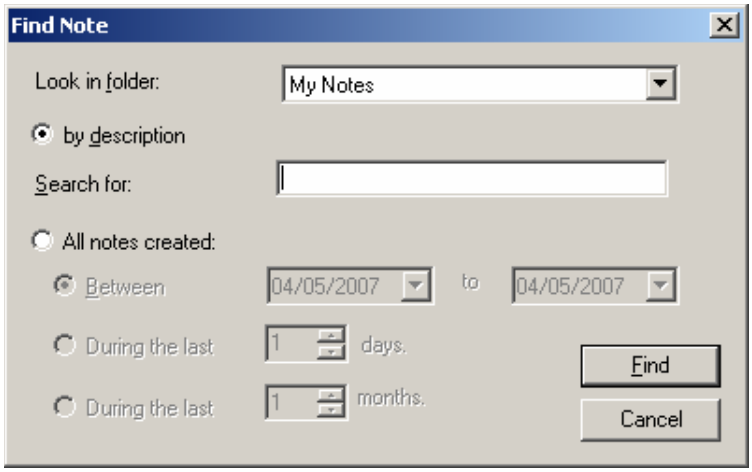
Finding Notes

It is possible to search through your saved notes to locate any particular note.

In order to perform a search:

1. In the Notes Manager *Edit* menu, select *Find Note*.
2. Select the folder or folders where you would like to search.

3. If you would like to search by description or note name, select *by description* and then in the *search for* field, type in the name or description of the note you are looking for.
4. To search by creation date parameters, select *All notes created* and then specify the date range according to which you would like to search.
5. Click *Find*

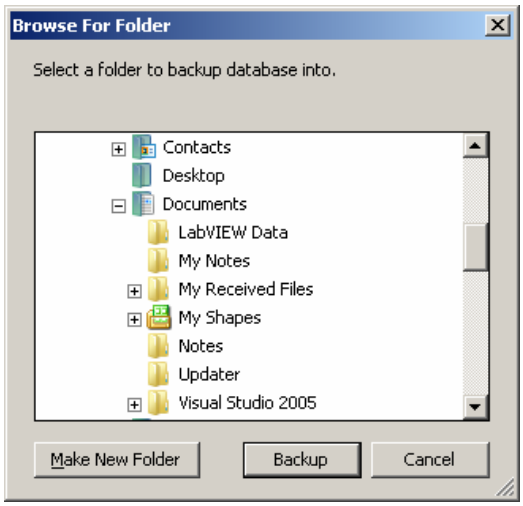


Backup and Restore Notes Database

You can use the Note Manager to backup your entire database, and restore it when needed.

To backup your database:

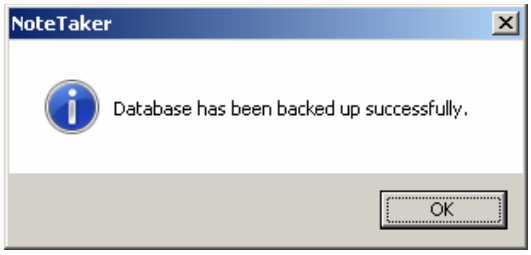
Select '*File -->Backup/Restore --> Backup Database*' from the Note Manager menu
The following dialog will appear



Choose the destination path to backup all your notes database
(You can create a new folder by pressing '*Make New Folder*' button)

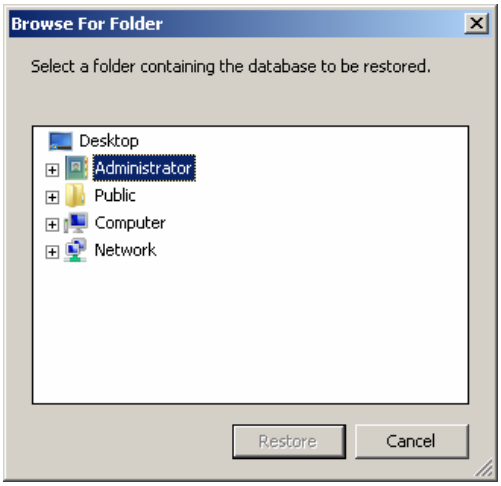
Click the '*Backup*' button

Upon a successful backup, the following message appears:



To restore your database:

Select '*File -->Backup/Restore --> Restore Database*' from the Note Manager menu
The following dialog will appear

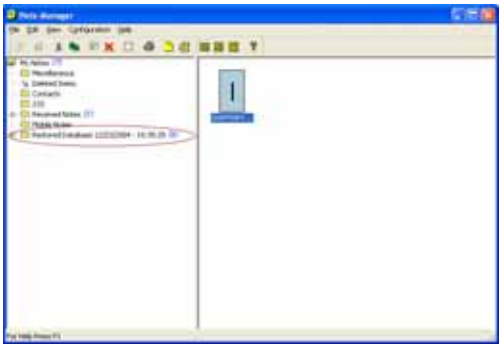


Choose the location of your database backup

Click the '*Restore*' button

Upon a successful restore, your database will be restores to a new folder in the Note Manager.

This new folder will be named 'Restored database' and will also be according to the restoring date and time



Selecting Pen Style

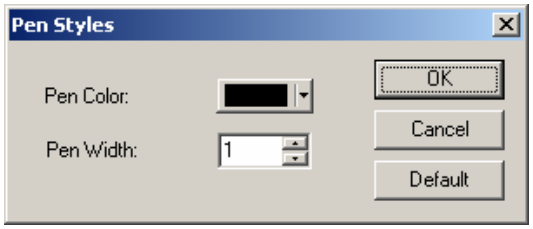
You can change Ink color and width of on-screen pen strokes at any time

(The default pen color is black and the default width is 1)

To select the pen style:

In the Notes Manager ***Configuration*** menu, select ***Pen Styles***
–or–
Right-click the new note and in the shortcut menu that appears, select Pen Styles

Click the arrow to the right of the current pen color to open the Pen Color list and select the color you want



Use the arrows to the right of the current pen color width to select a pen stroke width between 1-10 (you can also type the desired width directly in the box)

Click Default in order to restore the default settings at any time

Click Cancel to return to the Note Manager or to the note without changing the current pen style settings

NOTE:

You can also change the color and width of any pen stroke in the Note Editor by selecting an individual pen stroke or group of strokes and then in the **Tools** Menu selecting Color or Line Width.

Setting a Reminder

You can use notes stored on your PC to be reminders by setting an exact date and time for a selected note to automatically pop up on your screen.

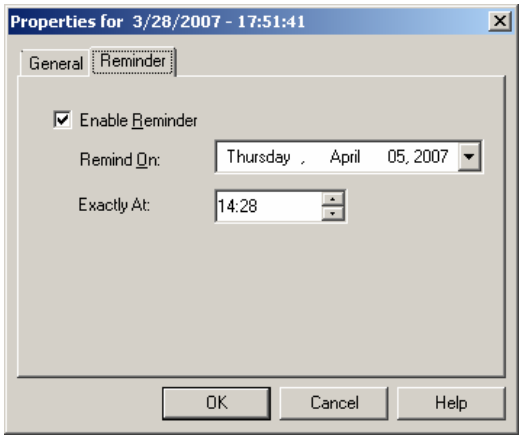
To set a Reminder:
In the Note Manager, select the note or note thumbnail
In the ***File*** menu, select ***Set Reminder***
–or–
Right-click the note and , in the shortcut menu, select ***Set Reminder***

Select the **Enable Reminder** checkbox

In the **Remind On** list, click the arrow to the right of the list and select a date from the drop down calendar that appear

If you would like to specify an exact time for the reminder, select the **Exactly At** checkbox and use the arrows to change the default time or type in the desired time

NOTE:
If you do not select an exact time, the reminder will appear when you turn on your computer on the specified day.

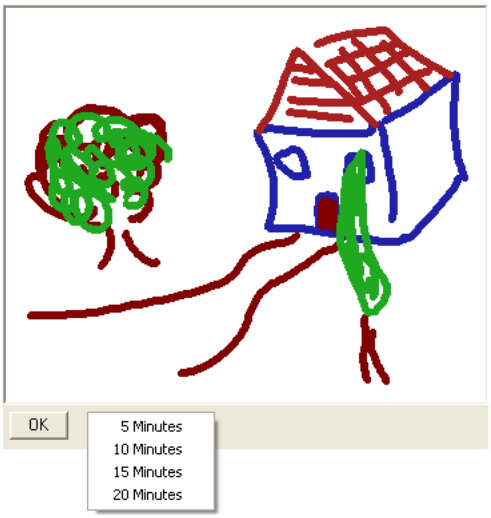


Setting a Reminder to Snooze

When a reminder appears, you can set it to snooze so that it disappears and then pops up again within 5, 10, 15 or 20 minutes (depending on your preference).

To set a reminder to snooze
Click Snooze

In the drop-down list, select the number of minutes you want to "snooze" until you're reminded again



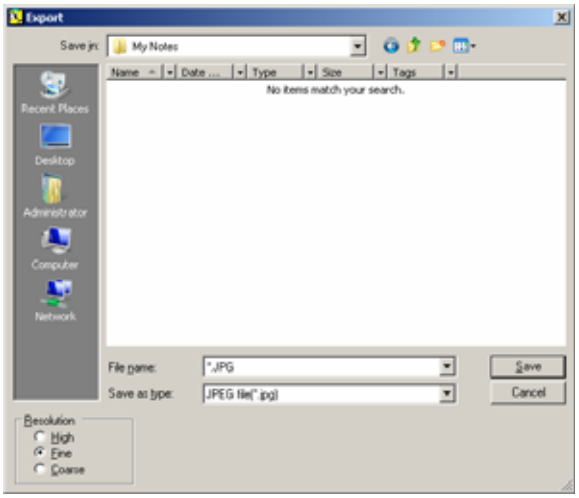
Exporting to JPEG

You can export any note to JPEG file format, turning the note into a graphic image. This is useful for example when you want to insert notes into documents created in other applications such as MS Word or PowerPoint.

To export a note to jpeg format:

In the **Note Manager**, select the note you want to export

Right-click the note name,
–or–
in the File menu, select Export to JPEG. The Export dialog box appears



In **Save in**, select the destination file path

In the **Save as type** list, select JPEG.

Under **Resolution**, select the resolution quality

Click **Save**

NOTE: You can export multiple notes simultaneously. On the keyboard, hold down the <CTRL> key and then in the Note Manager, select the notes you want to export.

Exporting to a Data format file

You can export any note to a vector format file, so that another NoteTaker user can import this file into the Note Manager database

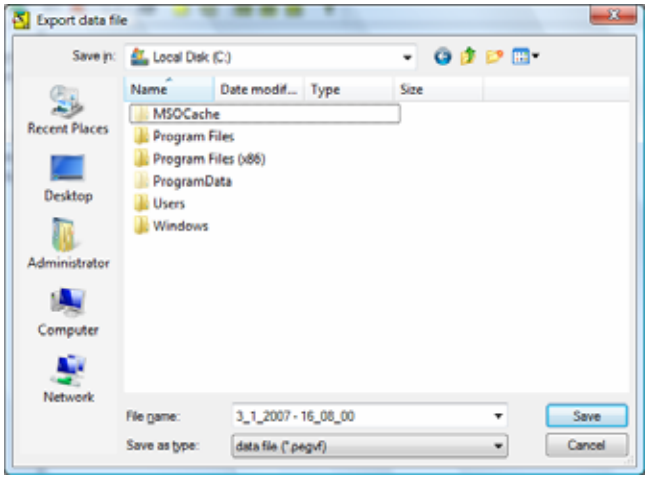
To export a note to a data file (.pegvf file):

In the **Note Manager**, select the note you want to export

Right-click the note name,
–or–
in the File menu, select 'Export as a data file'. The Export dialog box appears

In **Save in**, select the destination file path

Click **Save**



Importing a Data format file

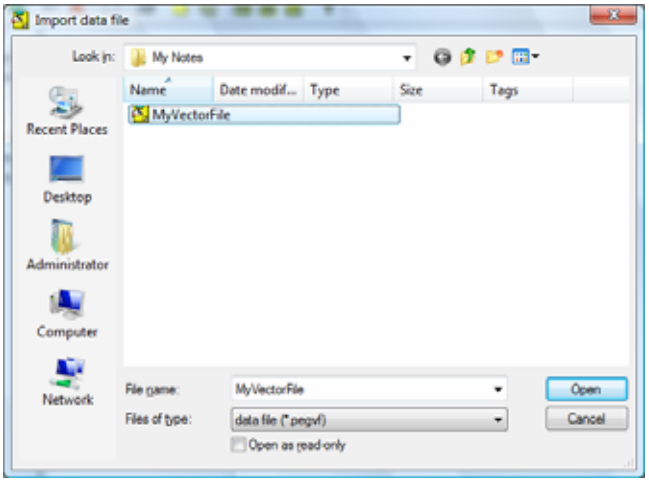
You can import any .pegvf Data format file into the Note Manager database

To import a data format file:

In the File menu, select 'Import a data file'. The Import dialog box appears

Select the file you would like to import

Click **Open**



Pasting Notes into Other Applications

You can paste any saved note into another application.

(The note is automatically converted into a JPEG image).

To paste a note into another application:

1. In the Note Manager, select the note or thumbnail.
2. In the Edit menu, select ***Copy*** or ***Cut*** (cutting will delete the note from its current location),
   –or–
   right-click the note name or thumbnail and, in the shortcut menu, select ***Copy*** or ***Cut***.
3. Open the application into which you would like to paste the note
4. In the open application, locate and select the ***Paste*** option.

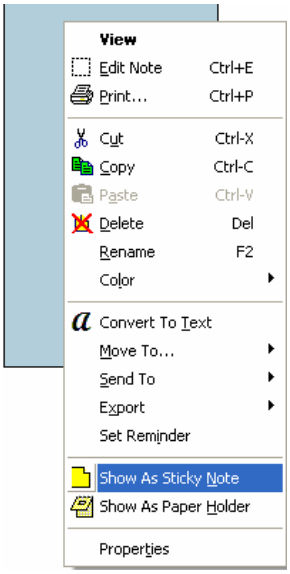
Note: You can also copy a note that you are currently sketching by clicking on the button in the Note Toolbar

Creating Sticky Notes

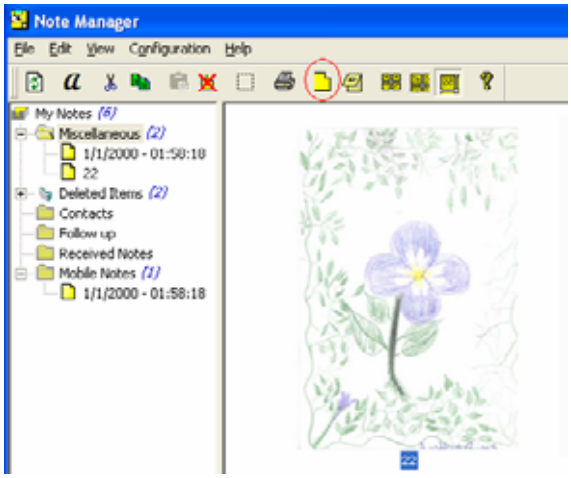
You can create sticky notes by doing one of the following:

Dragging notes from the Note Manager to your desktop.

Select a note in the Note Manager, right click it and select '*Show as Sticky Note*'



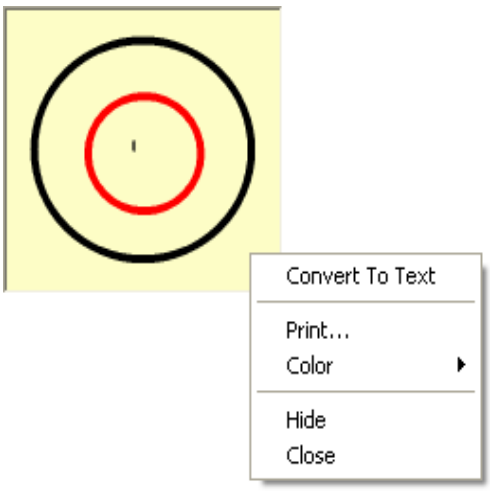
Select a note in the Note Manager, click the '*Show as Sticky Note*' toolbar button



NOTES:

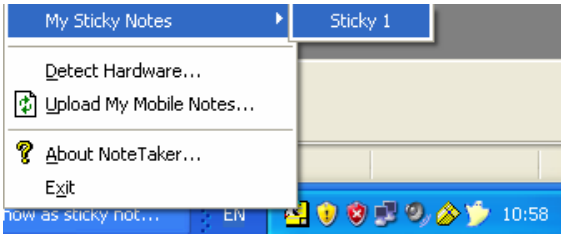
To view additional sticky note options, right click on the sticky note

Select '*HIDE*' to hide a sticky note into the application tray icon

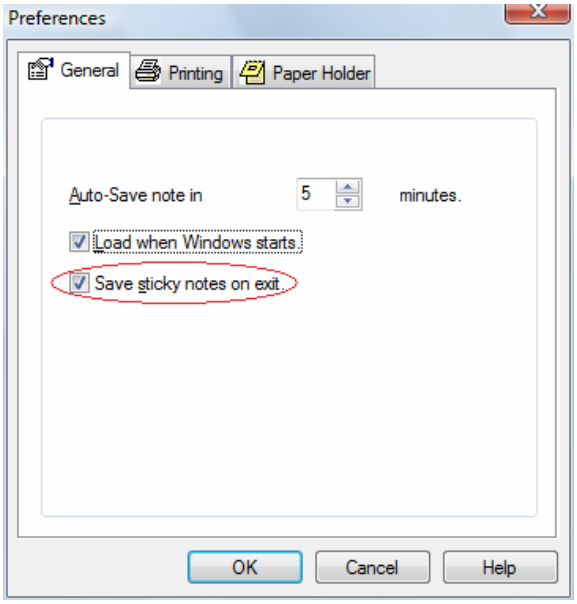


You can restore any hidden sticky note by right clicking the application tray icon, and selecting '*My Sticky Notes*'.

Then select the note you would like to restore



A Sticky Note can automatically pop up after the application has been closed and re-opened, or after system reset. In the ***Note Manager***, use the ***Configuration*** menu

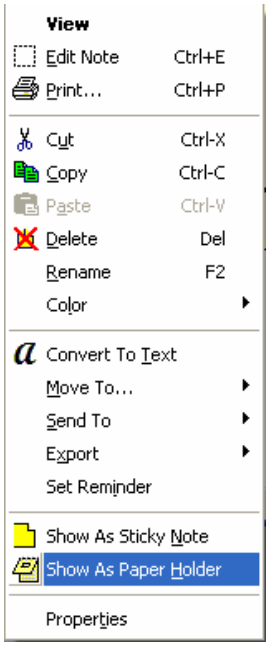


Creating Paper holder Notes

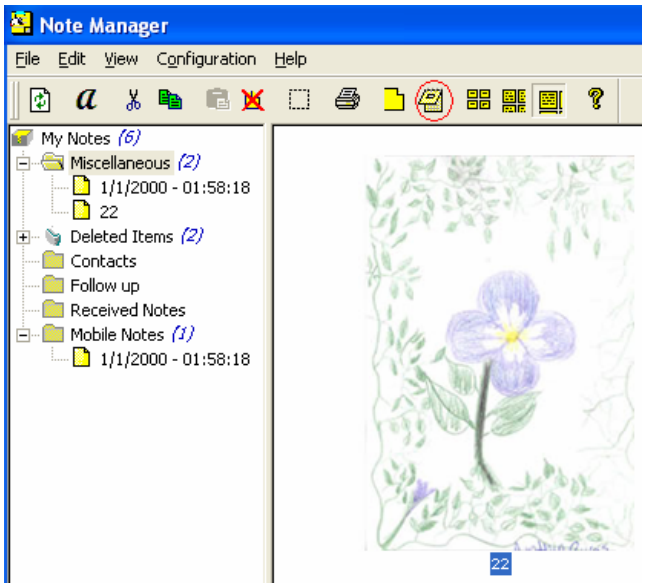
Paper holder notes can help you in many ways.
One common way is if you need to read your note and rewrite it in a text editor.
A paper holder note will always be on top, and its transparency can be adjusted

You can create paper holder note by doing one of the following:

Select a note in the Note Manager, right click it and select '*Show as Paper Holder*'



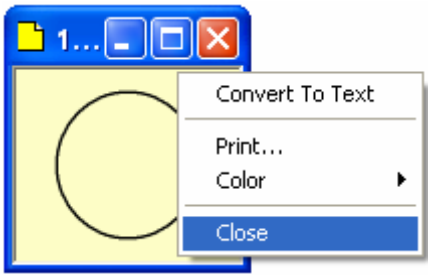
Select a note in the Note Manager, click the '*Show as Paper Holder*' toolbar button



NOTES:

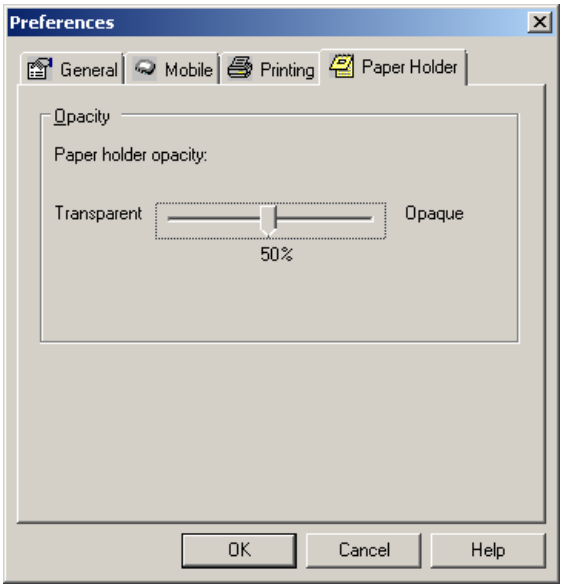
You can hide and show paper holder notes the same way you hide and show sticky note

To view additional options, right click on the sticky note



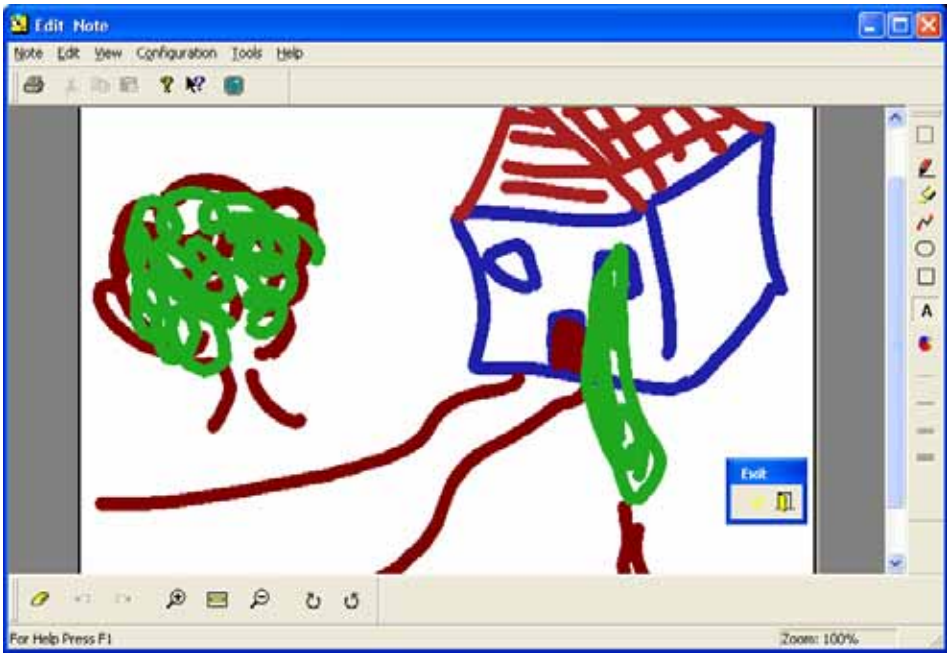
You can set the transparency to a Paper Holder.

In the ***Note Manager***, use the ***Configuration*** menu



The Note Editor

Notes can be edited at any time, whether you are still writing one, or you want to edit a note you have already saved in the Note Manager. The Note Editor contains menus and a toolbar that give you access to a wide selection of editing functions



Note Editor Menus

The following table lists all menu commands available in the Note Editor, together with a description.

Note menu	
PRINT	Prints the selected note
PRINT PREVIEW	Displays the selected note as it will look when printed
PRINT SETUP	Allows you to select print options
EXIT & SAVE/SEND	Saves the edited note and closes the editing
EXIT W/O SAVE/SEND	Closes the editing application without saving any changes
Edit Menu	
UNDO	Clears the last stroke made by the digital Pen. Clicking *Undo* again will clear the stroke made before that, and so forth.
REDO	Replaces previously undone strokes in chronological order

CUT	Cuts the selected note and saves it to the clipboard
COPY	Copies the selected note and saves it to the clipboard
PASTE	Pastes whatever was last saved to the clipboard
DELETE	Deletes the selected note
CLEAR PAGE	Clears the entire on-screen note
SELECT ALL	Selects all the pen strokes in the note
View menu	
ZOOM IN	Increases the note view
ZOOM TO FIT	Restores the note view to the original size
ZOOM OUT	Reduces the note view
TOOLBARS	Allows you to select which editing toolbars you want to view (Standard, Tools, Manager)
STATUS BAR	Allows you to view or hide the status bar at the bottom of the Notes Editor
FULL SCREEN	Opens the Notes Editor into full screen view
Configuration menu	
PEN/HIGHLIGHT PARAMS	Lets you select the color and width of the Editor Pen and Highlighter
Tools menu	
SELECTOR	Allows you to select any area by clicking and dragging with your mouse
PEN	Allows you to freestyle draw with your mouse
HIGHLIGHT	Allows you to highlight any area by freestyle drawing with your mouse
LINE	Allows you to insert a line of any length
CIRCLE	Allows you to insert a circle image of any size
RECTANGLE	Allows you to insert a rectangle of any size
TEXT	Allows you to insert type written text
COLOR	Allows you to pre-select or change the color of pen strokes or to highlight strokes or text
LINE WIDTH 1	Allows you to pre-select or change the thickness of any stroke to width 1
LINE WIDTH 2	Allows you to pre-select or change the thickness of any stroke to width 2

LINE WIDTH 4	Allows you to pre-select or change the thickness of any stroke to width 4
LINE WIDTH 8	Allows you to pre-select or change the thickness of any stroke to width 8
Help menu	
HELP TOPICS	Opens the NoteTaker Online Help file
ABOUT NOTETAKER	Displays NoteTaker version information

Note Editor Toolbars

The Note Editor Toolbars provide you with quick access to the more common menu commands.

The following table lists all toolbar buttons, together with a description of their functions.

Standard Toolbar	
	PRINT -- Prints the selected note
	CUT – Cuts the selected note and saves it to the clipboard
	COPY – Copies the selected note and saves it to the clipboard
	PASTE – Pastes whatever was last saved to the clipboard
	ABOUT NOTETAKER – Provides you with your NoteTaker version information
	HELP TOPICS – Provides you with your NoteTaker help
	FULL SCREEN – Brings the Notes Editor into full screen view
Tools toolbar	
	SELECT – Allows you to select any area by clicking and dragging with your mouse
	PEN – Allows you to freestyle draw using your mouse
	HIGHLIGHT – Allows you to highlight any area by freestyle drawing using your mouse
	LINE – Allows you to insert a line of any length
	CIRCLE – Allows you to insert a circle image of any size

	RECTANGLE – Allows you to insert a rectangle of any size
	TEXT – Allows you to insert type written text
	COLOR – Allows you to pre-select or change the color of pen strokes or to highlight strokes or text
	LINE WIDTH 1 – Allows you to pre-select or change the thickness of any stroke to width 1
	LINE WIDTH 2 – Allows you to pre-select or change the thickness of any stroke to width 2
	LINE WIDTH 4 – Allows you to pre-select or change the thickness of any stroke to width 4
	LINE WIDTH 8 – Allows you to pre-select or change the thickness of any stroke to width 8
Manager toolbar	
	CLEAR PAGE – Clears the entire on-screen note
	UNDO- Clears the previous action
	REDO- Replaces previously undone action
	ZOOM IN – Enlarges the note view
	ZOOM TO FIT - Returns the note view to the original size
	ZOOM OUT – Reduces the note view
	ROTATE RIGHT – Rotates the entire note image 180° to the right
	ROTATE LEFT – Rotates the entire note image 180° to the left

Editing Notes

Once a note is open in the Note Editor, you can only edit elements of the note (pen strokes, etc.) after they have been selected. Once you have selected the area you want to edit, you can delete it, change the color and/or width of the pen strokes, etc. You can also add figures and drawings into the note using the various drawing features (insert circle, line, highlight, text, etc). These new elements can also be edited after you insert them.

To start editing a note

1. While working on a note, or in the **Note Manager** select the note and click the ***Edit Note*** button ,
   –Or–
   right-click the note and, in the shortcut menu, click **Edit Note**.
   -Or-
   Double click a note in the note view mode

   The Note Editor window opens displaying the selected note.
2. Use the ***Select Area*** button in the Tools Toolbar or the ***Select*** option from the Tools Menu to select a particular stroke or group of strokes,
   –or–
   in the **Edit** menu, click **Select All** to select the entire note.

NOTE: While editing, you can still use your pen to continue sketching on the note.

Sending Notes

You can send any note by email or over the local network. An emailed note appears as a JPEG attachment to the recipient. In order to send a note by local network, the recipient must have the NoteTaker software installed and running on his/her PC. Notes can be sent by email or network from both the *Note* window and the *Note Manager*.

Sending notes by email

The NoteTaker uses your default email client to send notes as email.

To send a note immediately after you have completed it:

1. Click the ***Send Note by Email*** button
2. A new email form opens with the note in the form of a JPEG attachment
3. Type in the desired recipient's email address and any desired text in the subject and body of the email
4. Send the email

To send a saved note:

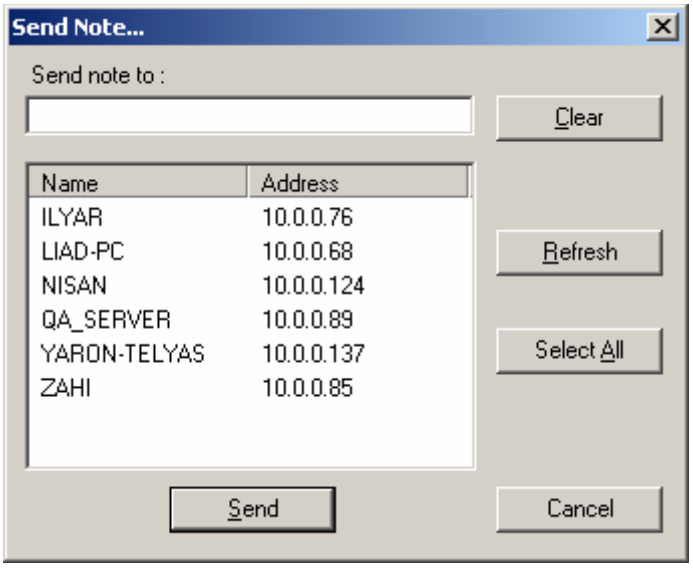
Any saved note can be send as a JPEG or vector format file

- In the **Note Manager**, click the note name or thumbnail.
- In the ***File*** menu, select ***Send TO --> Email***,
  –or–
  right-click the note name or thumbnail and, in the shortcut menu that appears, select ***Send TO--> E-Mail*** .
- A new email form opens with the note attached as a JPEG file.
- Type the desired recipient's email address and any desired text in the subject and body of the email
- Send the email

Sending notes over the local network

To send a note immediately after you have completed it

1. In the Note Window, click the Send Note to Network PC button .
2. In the **Send Note** dialog box, a list of all network users that have the NoteTaker application installed and running automatically appears. Select the Name/IP address of the person(s) to whom you would like to send the note
   –or–
   click **Select All** to send the note to everyone on the list.
3. Click **Send**.



To send a saved note:

- In the **Note Manager**, click the note name or thumbnail.

- In the ***File*** menu, select **Send To--> Network PC**,
  –or–
  right-click the note name or thumbnail and, in the shortcut menu that appears,
  select ***Send To --> Network PC***.
- In the **Send Note** dialog box, a list of all network users that have the NoteTaker application installed and running automatically appears. Select the Name/IP address of the person(s) to whom you would like to send the note
  –or–
  click **Select All** to send the note to everyone on the list.
- Click **Send**

NOTE:

You can select multiple recipients when sending a note via local network

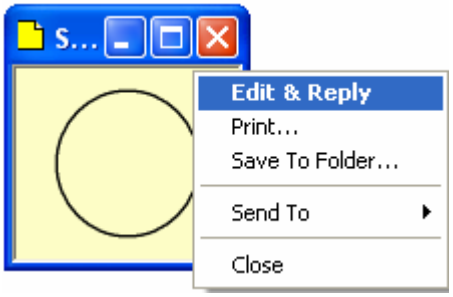
By selecting a name in the list, then pressing <CTRL>

On the keyboard and selecting another name or names

Receiving notes over the local network

Users on a local area network (LAN) such as may exist in an office environment can receive notes over the LAN.

When you receive a note, it automatically appears on your PC screen and a sound is heard



- Right click the received note to have the following options:
    - Replying to the sender (this includes an editing function so the user can add text and sketches)
    - Printing the note
    - Saving the note
    - Setting a reminder
    - Sending the note to other users on the network
    - Close the Note

Notes received by LAN will be saved under '*Received Notes*' in the *Note Manager*

Application Tray Icon

Right clicking the application tray icon gives you the ability to perform the following actions:

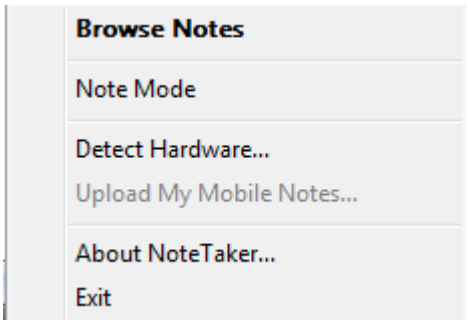
Browse Notes –
Open the Note Manger

Note Mode

Or

Mouse mode –

Toggle between the 2 options of your Digital Pen. Tray icon changes accordingly



Detect Hardware -
Detect your hardware. If your hardware is not detected, the tray icon changes to

Upload My Mobile Notes -
Upload your Notes from the Mobile NoteTaker. the tray icon changes to

About NoteTaker -
See application details (About Dialog)

Exit -
Exit the application

Vision Objects MyScript® Notes Character Recognition Application

General Overview

NoteTaker Software Suite integrates with Vision Objects **MyScript® Notes** application. **MyScript® Notes** is a well known character recognition engine.

You can use NoteTaker to export your notes into the **MyScript® Notes** recognition engine.

Installing MyScript® Notes

Please use 'Vision Objects' CD within the product package.
Follow 'Vision Objects' installation instructions.

Operating MyScript® Notes

To use the **MyScript® Notes** recognition engine, please make sure you have installed NoteTaker Software Suite

Then, you can select a note, Notes, or a Sticky Note, and export them to the **MyScript® Notes** recognition engine.

Exportable objects from NoteTaker to MyScript® Notes

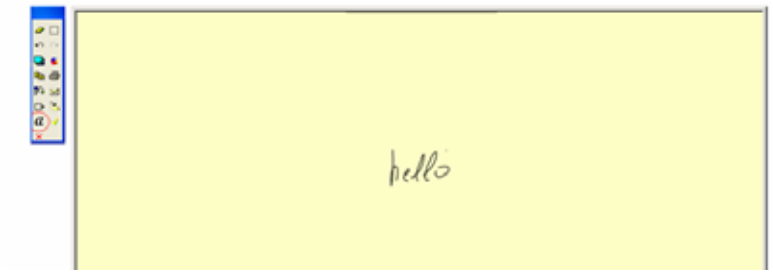
The following objects can be exported to **MyScript® Notes**:

- A New Note
- A single Note from 'NoteTaker Manager'
- Multi pages Note from 'NoteTaker Manager'
- Sticky Note from 'NoteTaker Manager'

Exporting objects

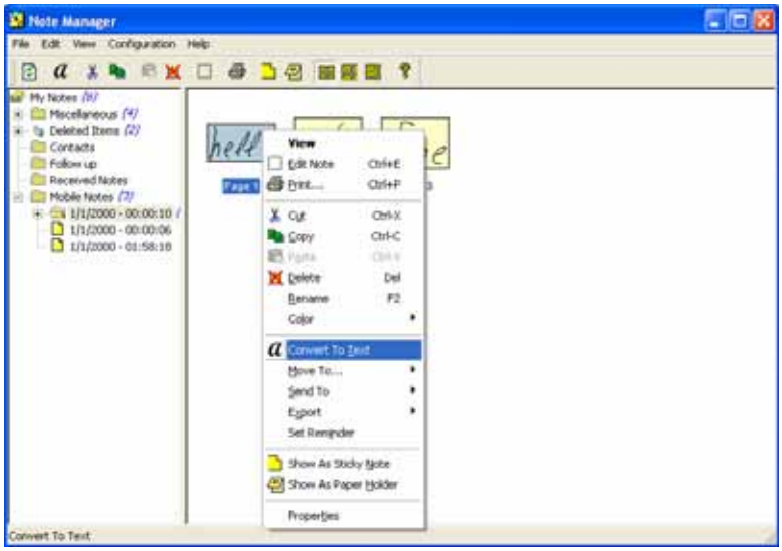
Use the following methods for each type of object in order to export it to **MyScript® Notes**:

A New Note
Click the 'Convert to Text' toolbar button

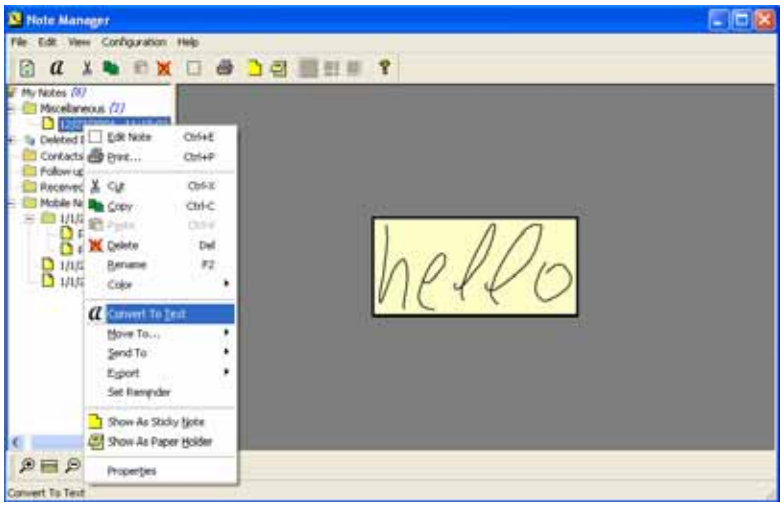


A single/multi page Note from 'NoteTaker Manager'

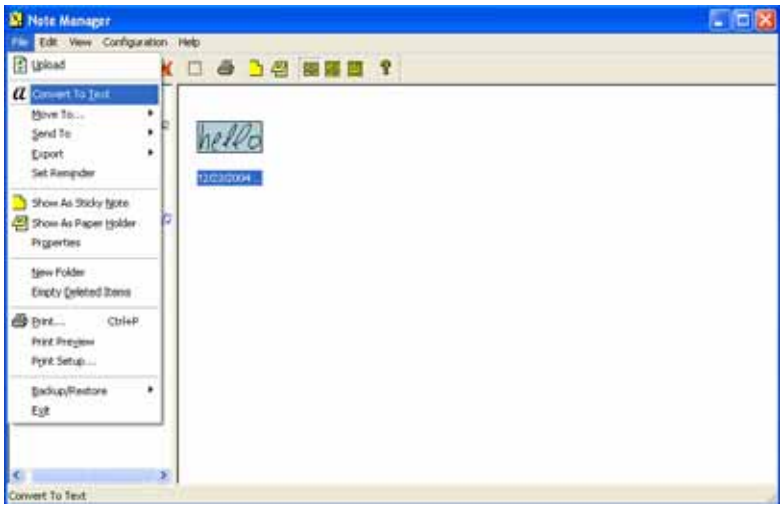
Right clicking the Note in the thumbnails area



Right clicking the Note in the tree area



Selecting a note and selecting "*File -> Convert to Text*" menu



Sticky Note from 'NoteTaker Manager'

Right clicking the 'Sticky Note' and selecting "*Convert to Text*" menu

Your Note will be exported to **MyScript® Notes** application.
MyScript® Notes will be opened with your Note in the 'Conversion' area
Please refer to the **MyScript® Notes** user guide for more instructions of how to use the **MyScript® Notes** application

Taking Care of Your NoteTaker

Storing your NoteTaker

- Keep your NoteTaker away from liquids and direct sunlight at all times.
- Always store your unit in protected packaging or in the original box.
- Severe shock can cause degradation in performance. Take precautions not to drop the memory Unit or Pen onto hard surfaces.

Cleaning your NoteTaker

- Clean your NoteTaker using a soft cloth.
- Special care must be taken not to insert sharp pointed objects into the ultrasonic transmitting and receiving units